

Ntsako Meredith Sebesho

Pretoria, South Africa, South Africa 0002 • +27 63 638 8070 • meredithsebesho@gmail.com

SUMMARY

Results-driven project coordinator with 2+ years of experience in client management, scheduling, and budget analysis. Proven success in a remote work environment, demonstrating self-direction, strong communication skills, and fluency in English. Eager to launch my career in remote project management, business analysis, or business development, seeking junior or entry-level opportunities.

EDUCATION

National Diploma : Business Management, 2024
Boston City Campus - Pretoria, Gauteng

National Senior Certificate : Grade 12, 2019
Middelburg Institute of Learning - Middelburg, Mpumalanga

WORK EXPERIENCE

Personal Assistant (Hybrid), 05/2020 - 12/2022

Sofunda Secondary School - Middelburg, Mpumalanga

- Demonstrated exceptional time management and organisational skills by streamlining executive calendar and meeting scheduling, resulting in a 10% increase in productive time.
- Crafted professional client-facing communications and internal correspondence, ensuring a positive brand image.
- Developed and executed social media content strategy, resulting in a 15% engagement increase. Demonstrated understanding of audience targeting and content optimisation.
- Proactively tracked budget expenditures and identified potential cost savings.

Brand Affiliate (Remote), 04/2020 - 10/2020

Nuskin - Middelburg, Mpumalanga

- Developed and executed marketing plans, boosting brand awareness and product sales.
- Provided exceptional customer service, building client relationships and resolving inquiries effectively.
- Coordinated the sourcing, transportation, and packaging processes for international product shipments, demonstrating logistical skills.

SKILLS

- **Project Management:** Agile Methodology (Basic), Scheduling, Stakeholder Communication, Budget Tracking
- **Business Analysis:** Requirements Gathering (Basic), Process Mapping, Documentation
- **Business Development:** Lead Generation (Basic), Client Relationship Management, Market Research (Basic)
- **Technical:** Social Media Management, MS Office Suite (Word, Excel, PowerPoint)
- **Additional:** Time Zone Flexibility, Self-Starter, Fluent in English

REFERENCES

Available upon request.